

**TOWN OF WESTERLY, RI**  
**AFFORDABLE HOUSING COMPREHENSIVE PERMIT APPLICATION**

The undersigned hereby applies to the Planning Board for a **COMPREHENSIVE PERMIT** for development under the Low & Moderate Income Housing Act (RIGL 45-53) and §260-50.3 of the Zoning Ordinance, in the manner and on the grounds set forth herein.

Status: ☐ Public Agency; ☐ Non-Profit/Housing Cooperative; ☐ Private Developer

E-911 Address of Property: \_\_\_\_\_

Assessor's Plat: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Surveyor's Name: \_\_\_\_\_

Surveyor's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Engineer's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Represented by: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Area of Parcel (Sq. Ft. / Acres): \_\_\_\_\_

Present use of premises: \_\_\_\_\_

Total Number Market-Rate Units: \_\_\_\_\_ Number Low/Moderate Income Units: \_\_\_\_\_

Gross square feet all proposed buildings & accessory structures: \_\_\_\_\_

Govt. Agency Providing Subsidy: \_\_\_\_\_

Agency Point of Contact: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Affordable Housing Monitoring Entity: \_\_\_\_\_

Monitoring Entity Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### RELIEF SOUGHT UNDER THE COMPREHENSIVE PERMIT

A. Identify all sections / provisions of Zoning Ordinance and/or Subdivision & Land Development Regulations from which relief is sought (List all exceptions, variances and waivers – use additional pages if needed):

B. If density relief is sought, describe permitted market-rate density allowed per the Zoning Ordinance and Subdivision & Land Development Regulations, and proposed density including affordable units:

C. If dimensional relief is sought, describe requested relief in feet from property lines or height:

Front Yard: \_\_\_\_\_ Corner Side Yard: \_\_\_\_\_ Side Yard #1: \_\_\_\_\_

Side Yard #2: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Height: \_\_\_\_\_

Explain Rationale:

### APPLICANT'S CERTIFICATION

I hereby certify that I have authorized the above-listed representatives to act on my behalf, and to prepare all required documentation in support of this Application; that such documentation is true, accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## COMPREHENSIVE PERMIT APPLICATION – FILING INSTRUCTIONS

- A. The Comprehensive Permit procedure is available only for proposals in which at least twenty-five percent (25%) of the housing units will be low or moderate-income housing.
- B. For applications that do not propose a major land development project or a major subdivision, the applicant shall submit all of the material required by applicable provisions of the Zoning Ordinance and the Land Development & Subdivision Regulations (See §A261-27).
- C. For applications that propose a major land development project or a major subdivision, the applicant shall submit all items on the master plan checklist for major land developments and major subdivisions in the Land Development & Subdivision Regulations (See §A261-28).
- D. Original application and twenty-four (24) copies, typed or legibly printed, filed with the Town Planner, together with all supporting materials in accordance with §260-50.3(B)(2)&(3) of the Zoning Ordinance.
- E. Application fee in the amount \$1,500 shall accompany an application to the Planning Board to cover costs of processing (Payable to “Town of Westerly”). Additional fees for legal advertising and third-party engineering review may be assessed pursuant to the Land Development & Subdivision Regulations, §A261-12(D)&(E).

### CERTIFICATION OF COMPELTENESS

I hereby certify that the submitted Comprehensive Permit application is deemed complete for purposes of commencing the applicable time period for Planning Board review pursuant to §260-50.3(E) of the Westerly Zoning Ordinance, and that it contains all information required by these regulations and by the Westerly Land Development & Subdivision Regulations.

\_\_\_\_\_  
Westerly Town Planner

\_\_\_\_\_  
Date



**Town of Westerly, RI**  
**Comprehensive Permit Submission Guidelines**

**Master Plan Checklist -- See § 260-50.3(B)(2)&(3)**

**Submission A. Pre-Application & Concept Plan Review** – The initial stage of Comprehensive Permit review, in which proposals are discussed informally and receive comments and direction from municipal officials. The Concept Plan shall be submitted to the Town Planner, drawn to a scale of 1 inch = 40 feet (scale may be modified with permission of Planner). A sufficient number of 24" x 36" sheets shall be included to clearly show all of the information required, numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer. The following information shall be provided:

1. \_\_\_\_\_ Name of proposed development.
2. \_\_\_\_\_ Name and address of property owner and surveyor / engineer.
3. \_\_\_\_\_ Date of plan preparation, with revision date(s).
4. \_\_\_\_\_ Graphic scale and true north arrow.
5. \_\_\_\_\_ Assessor's plat and lot number(s) of land being developed.
6. \_\_\_\_\_ Zoning district(s). If more than one district, zoning boundary lines must be shown.
7. \_\_\_\_\_ Vicinity map, drawn to a scale of 1" = 400' encompassing the area within one-half mile of the development parcel, showing locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated and labeled on the locus map.
8. \_\_\_\_\_ Perimeter boundary lines and dimensions of the development parcel drawn so as to be distinguishable from other boundaries, and all other existing property lines within or adjacent to the parcel, including existing easements and rights-of-way.
9. \_\_\_\_\_ Proposed streets, lots and property lines, depicting proposed lot areas and dimensions, drawn so as to distinguish them from existing property lines.
10. \_\_\_\_\_ Building envelopes for all lots, with such lines running parallel to lot lines.
11. \_\_\_\_\_ Table stating minimum area and building setback dimensions required for the zoning district.

12. \_\_\_\_\_ Location and approximate size of existing buildings, proposed buildings and/or significant above ground structures on or immediately adjacent to the development.
13. \_\_\_\_\_ Location, width and names of existing streets within and immediately adjacent to the development parcel.
14. \_\_\_\_\_ Names of abutting property owners and property owners across adjacent streets, including Assessor's plat and lot numbers.
15. \_\_\_\_\_ Location of wooded area and notation of existing ground cover.
16. \_\_\_\_\_ Location of wetlands, watercourses and/or CRMC designated coastal features within or within 200 feet of the development parcel perimeter.
17. \_\_\_\_\_ Location of historic cemeteries on or immediately adjacent to the development.
18. \_\_\_\_\_ Location of any unique natural and/or historic features, including stonewalls.

**Submission B. Master Plan Review** – The second stage of Comprehensive Permit review, consisting of an overall plan outlining general, rather than detailed development intentions. Additional standards as contained in §260-45 of the Zoning Ordinance may be required. Twenty-four (24) copies of plans shall be submitted to the Town Planner, at the same scale as the Concept Plan, on 24" x 36" sheets that are numbered sequentially. All plans shall be prepared and certified by a RI Professional Land Surveyor and/or Professional Engineer. Attach a written statement explaining any items marked as "N/A".

1. \_\_\_\_\_ All information as depicted on the Concept Plan, including conditions and revisions as required by the Planning Board.
2. \_\_\_\_\_ Schematic design and location of proposed roadways, private driveways, parking areas, pedestrian sidewalks, and stormwater drainage structures.
3. \_\_\_\_\_ Conceptual locations of existing and proposed water supply and sanitary sewer systems and/or proposed on-site wells and ISDS.
4. \_\_\_\_\_ Existing topography showing contour intervals of 5 feet, and proposed topographical changes showing contour intervals of 2 feet.
5. \_\_\_\_\_ Notation on plan if the development parcel(s) are located within the following areas:  
                   \_\_\_\_\_ CRMC Coastal Zone, including Salt Pond SAMP Boundary.



\_\_\_\_\_ Zoning Overlay Districts (List: \_\_\_\_\_ ).

\_\_\_\_\_ FEMA designated flood hazard zone, and FEMA base flood elevation data.

\_\_\_\_\_ FAA Part 77 Surfaces (See 14 CFR Part 77 - Objects Affecting Navigable Airspace).

6. \_\_\_\_\_ FEMA Flood Insurance Rate Map reference & elevation boundary.
7. \_\_\_\_\_ Location, dimension and area of any land proposed to be set aside as open space, or conveyed to Town of Westerly for stormwater drainage purposes.

**Master Plan – Supporting Materials:** The following materials shall be submitted with a Master Plan application for a Comprehensive Permit:

1. \_\_\_\_\_ Narrative report providing a general description of the existing physical environment and existing use of the property, along with a general description of the project's major elements, including uses and type of development proposed by the applicant.
2. \_\_\_\_\_ Written estimate of the approximate population of the proposed development, including an estimate of the number of school-aged children to be housed in the development.
3. \_\_\_\_\_ Narrative describing details of project phasing.
4. \_\_\_\_\_ Aerial photograph or a blue line copy of an existing aerial photograph of the proposed development parcel and surrounding area (1 copy).
5. \_\_\_\_\_ Soils map of the development parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. If any USDA-designated prime agricultural soils are within the development parcel the soils map shall be marked to show the location of said prime agricultural soils (1 copy).
6. \_\_\_\_\_ 200-foot radius map depicting Assessor's Map/Lot of project area, and name/address of property owners of record within 200 feet of development parcel (1 copy).
7. \_\_\_\_\_ Affidavit of Notice for mailed public hearing notices – refer to §A261-28(D) of Land Development & Subdivision Regulations for posting requirements (1 copy).

-- End --